

ADMINISTRATIVE—INTERNAL USE ONLY

Executive Registry

82-12889

4 November 1982

MEMORANDUM FOR: Chief, Records Management Division  
Office of Information Services

FROM:

[REDACTED]  
Executive Secretary

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SUBJECT: First Running of the Advanced Information  
Management Seminar (AIMS)REFERENCE: Chief Records Management Division Memorandum  
dated 22 October 1982, Subject as above

1. Per my conversation with [REDACTED] I regret that [REDACTED] will not be available to attend the 6-17 December running of AIMS. I propose that [REDACTED] attend in his place. This substitution has the approval of [REDACTED] NIESO, to which [REDACTED] is being reassigned.

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2. I understand [REDACTED] will also not be available to attend this running. I wish to nominate [REDACTED], Executive Registry, to attend the 6-17 December running and attach Form 73's for her and [REDACTED]

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2 Enclosures  
Form 73 [REDACTED]

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cc: NIESO [REDACTED]  
AO/DCI

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TBC:AI/4301 (4 Nov 82)  
Distribution:

Orig - Addressee

1 - ER

① - ES Chrono